



# YELLOWSTONE COUNTY, MONTANA

## APPLICATION FOR EMPLOYMENT

### AN EQUAL OPPORTUNITY EMPLOYER

Employees of Yellowstone County and applicants for employment shall be afforded equal opportunity  
In all aspects of employment without regard to race, color, creed, religion, political affiliation,  
National origin, disability, marital status, sex or age.

PLEASE READ CAREFULLY

- PRINT CLEARLY OR TYPE-

ANSWER ALL QUESTIONS

Name in full \_\_\_\_\_  
(Last) (First) (Middle) (Telephone)

Address \_\_\_\_\_  
(Number & Street) (City) (State & Zip) (Message Telephone)

Are you 18 years or older? ( ) Yes ( ) No Social Security Number: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Department: \_\_\_\_\_

List other names, if any, used on employment or education records: \_\_\_\_\_

Are you prevented from lawfully becoming employed in the  
United States because of Visa or Immigration Status? ( ) Yes ( ) No

Have you ever worked  
for Yellowstone County? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Position Held? \_\_\_\_\_ Reason for Leaving? \_\_\_\_\_

Do you have any relatives working for Yellowstone County? \_\_\_\_\_  
If yes, where? \_\_\_\_\_

Have you ever been convicted of a felony? ( ) Yes ( ) No (Conviction is not an automatic bar to employment.)  
If yes, describe in full giving dates: \_\_\_\_\_

### EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did you Graduate?	List Diploma or Degree
High School			1	2	3	4	( ) Yes ( ) No ( ) GED	
College/ University			1	2	3	4	( ) Yes ( ) No	
Other (Specify)								

## EMPLOYMENT HISTORY

(Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Give a complete record of employment.)

Most recent employment first

May we contact employer listed below? YES ( ) NO ( )

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____
Employer _____	Phone: _____	
Address _____	City _____	State: _____ Zip: _____
Salary _____	Full Time ( )	Part Time ( ) Hours/week _____
Supervisor's Name & Title _____		Phone No. _____
In your own words describe your work: _____		
Reason for Leaving: _____		

May we contact employer listed below? YES ( ) NO ( )

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____
Employer _____	Phone: _____	
Address _____	City _____	State: _____ Zip: _____
Salary _____	Full Time ( )	Part Time ( ) Hours/week _____
Supervisor's Name & Title _____		Phone No. _____
In your own words describe your work: _____		
Reason for Leaving: _____		

May we contact employer listed below? YES ( ) NO ( )

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____
Employer _____	Phone: _____	
Address _____	City _____	State: _____ Zip: _____
Salary _____	Full Time ( )	Part Time ( ) Hours/week _____
Supervisor's Name & Title _____		Phone No. _____
In your own words describe your work: _____		
Reason for Leaving: _____		

May we contact employer listed below? YES ( ) NO ( )

Position/Title _____	From Mo./Yr. _____	To Mo./Yr. _____
Employer _____	Phone: _____	
Address _____	City _____	State: _____ Zip: _____
Salary _____	Full Time ( )	Part Time ( ) Hours/week _____
Supervisor's Name & Title _____	Phone No. _____	
In your own words describe your work: _____		
Reason for Leaving: _____		

Please explain any periods of unemployment: _____
_____
_____
_____
_____

Add additional pages if necessary.

**REFERENCES**  
(Minimum of 3 references are required.)

1)		
Name _____	Title _____	
Address _____	City _____	
State _____ Zip _____	Phone _____	
2)		
Name _____	Title _____	
Address _____	City _____	
State _____ Zip _____	Phone _____	
3)		
Name _____	Title _____	
Address _____	City _____	
State _____ Zip _____	Phone _____	

**SKILLS**

Check the skills you possess. Specify speed/errors where requested.

( ) Keyboarding \_\_\_\_\_/\_\_\_\_\_ ( ) Data Entry \_\_\_\_\_/\_\_\_\_\_ ( ) Ten-Key \_\_\_\_\_/\_\_\_\_\_

( ) Spelling \_\_\_\_\_/\_\_\_\_\_ ( ) Other Software \_\_\_\_\_

## MONTANA PREFERENCE ACTS

If you are claiming preference under Montana Veterans' Employment Preference Act or Handicapped Persons' Employment Preference Act, complete the following (documentation will be required):

**To claim Veterans' Employment Preference you must be a U.S. citizen and (check one of the boxes below):**

- ☐ A Veteran separated under honorable conditions.
- ☐ A Disabled Veteran separated under honorable conditions.
- ☐ The spouse of a disabled veteran if the veteran's disability prevents him/her from working.
- ☐ The unremarried surviving spouse of a veteran or disabled veteran.
- ☐ The mother of a veteran, if the veteran lost his/her life under honorable conditions while serving in the Armed Forces, OR has a service-connected, permanent, and total disability.

**You may claim Handicapped Persons' Employment Preference as (check one of the boxes below):**

- ☐ A handicapped person certified by SRS.
- ☐ The spouse of totally (100%) disabled person certified by SRS.

**If you checked one of the above boxes for Handicapped Persons' Employment Preference Act:**

**Are you a Montana resident?** ☐ Yes ☐ No If "YES", date residency established: \_\_\_\_\_

### CERTIFICATION and AUTHORIZATION FOR RELEASE OF INFORMATION

(Each application requires current date and original signature.)

I am an applicant for a position with Yellowstone County. As such I am required to furnish information, which the County may use to determine my qualifications and suitability for employment.

I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any consideration or employment with Yellowstone County. I further understand that all information on this application is subject to verification and I consent to a criminal history / driving background checks for applicable positions.

I also consent that authorities of Yellowstone County may contact my references, former employers, educational institutions or any other entities or agencies listed regarding this application. I further release said County, as well as my former employers, from any and all liability resulting from these reference checks.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

We appreciate your interest in employment with Yellowstone County. Please feel free to attach your resume to this application, or any other additional information which you feel will be helpful in evaluating your qualifications for the position.

**Submit completed and signed application to:**

Human Resources  
Yellowstone County  
217 N. 27<sup>th</sup> Street, Room 202  
Billings, MT 59101

Mailing Address:  
Human Resources  
P.O. Box 35041  
Billings, MT 59107

### HUMAN RESOURCE OFFICE USE ONLY

## Applicant Survey

**Completion of this Applicant Survey is on a voluntary basis and will not affect your eligibility for employment.**

Title VII of the U.S. Civil Rights Act requires Yellowstone County to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The survey information will be kept confidential, used only for computerized statistical reports and other lawful uses. Analysis of the information you and others provide will be used to monitor recruitment and selection practices in county government.

Position Title: \_\_\_\_\_

Name: \_\_\_\_\_

How did you **first** learn of this position?

- ☐ Newspaper ☐ A County employee  
☐ Montana Job Service ☐ Posted in a County office or bulletin board  
☐ A referral/assistance organization ☐ Internet  
☐ Other (specify) \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☐ Male ☐ Female

**RACE/ETHNICITY** – Please check the ONE box that best describes your race/ethnicity:

- ☐ WHITE (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.  
☐ BLACK (not of Hispanic origin) - A person having origins in one of the black racial groups of Africa.  
☐ SPANISH (HISPANIC) – A person having origins in Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures, regardless of race.  
☐ ASIAN or PACIFIC ISLANDER – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for examples, China, India, Japan, Korea, the Philippines, and Samoa.  
☐ AMERICAN INDIAN or ALASKAN NATIVE – A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.

## VETERAN STATUS

Check the box(es) that describe your veteran status:

- ☐ Vietnam Era Veteran  
☐ Veteran of Other War Era \_\_\_\_\_  
☐ Other Veteran  
☐ Disabled Veteran  
☐ Not a Veteran

## DISABILITY STATUS:

If applicable, check any disability you have:

- ☐ Hearing impairment ☐ Visual impairment  
☐ Mobility impairment ☐ Mental impairment  
☐ Multiple disabilities ☐ Other \_\_\_\_\_

Do you have certification from the Department of Social & Rehabilitation Services for Handicapped Persons' Employment Preference? ☐ YES ☐ NO